



# CITY OF MANITOWOC

WISCONSIN, USA

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**DATE:** July 21, 2025  
**TO:** Personnel Committee  
**FROM:** Jessie Lillibridge, HR Director  
**RE:** Reclassification of Planner position in Community Development

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Due to the recent resignation of the Planner – Business & Housing Development within the Community Development Department, we have taken the opportunity to re-evaluate the position. After discussion with the Community Development Director, the Mayor, and Carlson Dettmann Consulting, it was determined that the role would be better suited as a more traditional Associate Planner position. This was discussed at the July 7<sup>th</sup> Personnel Committee meeting.

After consulting with Carlson Dettmann Consulting, we are recommending the following changes as detailed in the attached job description documents:

- **Position Title:** Revised to reflect a traditional planner focus
- **Classification:** Reclassified from **exempt** to **non-exempt**
- **Grade Adjustment:** Moved from **Grade L** to **Grade J**
- **Duties:** Updated to reflect a shift in responsibilities toward core planning functions, as outlined in the attached revised job description

These changes will take effect immediately upon approval by the Common Council and Mayor. Recruitment and hiring efforts will begin promptly following approval.

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## HUMAN RESOURCES

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